

Neighborhood Commercial Revitalization Program 2003 Partnership Project

Pre-Application Checklist

The NCR Program Partnership Project is intended for community-based organizations composed of all stakeholders committed to bringing about commercial revitalization in a targeted commercial district. Ideally, applicant organizations will be composed of merchants and commercial property owners from the area along with neighborhood residents and/or association and other key stakeholders (churches, chamber of commerce, schools etc.) in the area.

Before your group is invited to apply, it is important that your members are aware of the level of commitment that will be expected. Your group should discuss and achieve consensus on the following pre-application discussion topics and questions prior to your application.

- Organization Topics -

- ◆ Hold meeting acquainting stakeholders with the NCR Program, and the Partnership Project (we have a library of videos and slideshows that may be very helpful in accomplishing this).
- ◆ Form and/or maintain a Board of Directors with new or revised bylaws and defined roles and responsibilities.
- ◆ Who are the stakeholders? Has everyone been represented or invited to participate?
- ◆ Organization's name
- ◆ Primary contact person (include name, position/title, mailing address, phone and fax)
- ◆ Mission statement
- ◆ What is the existing or anticipated structure, membership and composition of the applicant organization?
 - File an assumed name with the Bexar County Clerk; develop by-laws, elect officers and file Articles of Incorporation with State Secretary of Texas. An Organization must have legal standing (including Articles of Incorporation, new or revised bylaws, assumed name (optional), and a Tax ID Number) to sign the contract with the City and receive the grant.
 - Form and/or maintain a Board of Directors with defined roles and responsibilities.
- ◆ What community building activities has this group undertaken? What were the lessons learned?

- Area Topics -

- ◆ Physical description of proposed target area boundaries (The NCR Program office (207-3971) can assist in producing maps)
- ◆ What are the organization's main interests in commercial revitalization? Prioritize these.
- ◆ Describe the strengths, weaknesses, opportunities and threats of the target area and adjacent neighborhood(s)
 - What are the commercial revitalization needs?
 - What are the problems or concerns within the target area?
 - What are the assets of the target area?
 - What are the barriers to revitalization?